

## **VACANCY ANNOUNCEMENT # 05/01/03**

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**POSITION:**               **CONSULAR (GENERAL) CLERK, FSN-6 (OR); FP - 8,**  
                                  **(EFM/MOH/NOR)\***  
                                  **(4 positions available)**

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**OPEN TO:**               All Interested Candidates  
**OPENING DATE:**       January 24, 2005  
**CLOSING DATE:**       February 7, 2005  
**WORK HOURS:**       Full-time - 40 hours per week

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NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND/OR RESINDECY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

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The U.S. Embassy is seeking four individuals for four positions of Consular (General) Clerk in the Consular Section (CONS).

### **BASIC FUNCTION OF POSITION**

The incumbent serves as a Consular Clerk in the non-immigrant Visa Unit. Verifies the validity of the travel documents, is responsible for the data entry of new visa applications and for all aspects of printing visas in passports after adjudication by a consular officer. Provides information to the public by telephone regarding non-immigrant visas, in both Spanish and English.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2169.

### **QUALIFICATIONS REQUIRED**

- 1. Required Education:** Completion of two years of college in management is required.
- 2. Required Prior Work Experience:** From one to three years of progressively responsible experience in work involving the application of regulatory material and experience in dealing with the public.

**3. Language Requirement:** Level III (good working knowledge) Speaking/Reading English ability. Level III (good working knowledge) Speaking/ Reading Spanish ability is required.

**4. Knowledge required:** Drafting in both languages English and Spanish, filing, typing 40 wpm is required.

**5. Skills and Abilities:** Must be able to handle a large amount of applicants and work under stressful situations. Incumbent must be able to express U.S. visa policy to applicants and United States citizens who are often receive unfavorable determination regarding their requests.

### **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizens EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 days of their employment.

### **TO APPLY**

Interested candidates for this position should submit the following:

1. ***For applicants from within the Mission - Application for Employment***, please contact the Human Resources Office, extension 2169 for these forms;
2. ***For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.***
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

Human Resources Office  
Av. La Encalada block 17, Monterrico, Surco

3<sup>rd</sup> floor

Monday thru Friday, from 9.00 am to 2.00 pm  
(except for Peruvian and American holidays)

**POINT OF CONTACT:**

Telephone: 618-2169

Fax: 434-1302

**DEFINITIONS**

**1. AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

**2. EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

**3. Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

**4. Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**5. Not-Ordinarily Resident (NOR):** Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**C L O S I N G D A T E:** February 7, 2005

***The U.S. Mission in Peru is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation***